Provincial Job Description

TITLE: **(146) Medical Transcription Coordinator**

PAY BAND: **13**

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides coordination/administrative support to the department and staff. Performs medical transcription for physicians and other health care professionals.

QUALIFICATIONS:

- **Medical Administrative Assistant diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- **Advanced keyboarding skills**
- **Leadership skills**
- **Organizational skills**
- **Interpersonal skills**
- **Communication skills**
- **Ability to work independently**

EXPERIENCE:

- **<u>Previous:</u> Twenty (24) months previous experience as a Medical Transcriptionist to consolidate knowledge and skills.**

KEY ACTIVITIES:

A. Coordination / Administration

- **Coordinates and organizes department workflow, schedules staff and maintains payroll/time sheets.**
- **Assists with hiring process and performance appraisals.**
- **Provides guidance and instruction to medical transcriptionists.**
- **Provides guidance and instruction to physicians using dictation system.**
- **Develops templates for transcribing pre-determined reports.**
- **Ensures priorities are maintained so work deadlines are met.**

B. Medical Transcription

- **Performs medical transcription duties (e.g., client history, physicals, discharge summaries, pathology reports, operative reports, radiology reports, labour and delivery notes).**
- **Perform other transcription duties (e.g., letters, memos, administrative reports, follow-up and appointment letters).**
- **Perform hold queue duties.**

C. Related Key Work Activities

- **Performs general office duties (e.g., photocopying, faxing, distributing, scanning, filing, shredding, microfilming, ordering office supplies).**
- **Prepares statistical reports.**
- **Assembles charts.**
- **Retrieves records.**
- **Performs data entry and maintains databases.**
- **Performs incomplete chart counts.**
- **Books appointments/Central Vehicle Agency vehicles/rooms and perform reception duties.**
- **Provides work practicum and evaluation of students.**
- **Resolves minor equipment and software problems.**
- **Reviews and verifies information pulled from various operating systems.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:	***SEIU:***
SGEU:	***SAHO:***

Date: May 16, 2024